

Image Processing System Evaluation Form

Mailing: PO Box 307, Trenton, NJ 08625-0307

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618-3226

609.530.3200 (p)

609.530.6121 (f)

DIVISION of ARCHIVES &
NJDARM
RECORDS MANAGEMENT
www.njarchives.org



This is an application for:

☒ In-house Image Processing

☐ Service Bureau Image Processing

1. AGENCY PROFILE (N.J.A.C. 15:3-5.5(e)1):

1.1 Agency (include Department, Division, and/or Bureau when appropriate):

Township XYZ

1.2 Address: (include Street Address, City, State and Zip Code):

123 Main Street, XYZ, NJ 00000

1.3 Legal Custodian of Records: Jane Doe

1.3.1 Title: Township Clerk

1.3.2 Phone: 609.000.0000

1.3.3 Fax: 609.000.0001

1.3.4 e-mail: jane.doe@twp.xyz.nj.us

1.4 Agency Representative (the person responsible for the day-to-day management of the imaging operation): John Smythe

1.4.1 Title: Document Imaging Supervisor

1.4.2 Phone: 609.000.0002

1.4.3 Fax: 609.000.0003

1.4.4 e-mail: john.smythe@twp.xyz.nj.us

1.5 Agency's Web Site: www.twp.xyz.nj.us

2. RECORDS MANAGEMENT/INDEXING (N.J.A.C. 15:3-5.5(e)2):

2.1 Approved records retention schedule series and inclusive dates of the public records to be imaged (either list here or attach a highlighted copy of appropriate records retention schedule): See attached highlighted and date annotated Municipal Clerk's Schedule (M200000-902)

2.2 Are approved routine records disposal methods being used? ☒ Yes ☐ No (If "No" explain why)

2.3 Minimum indexing of the original records management system? ☒ Yes ☐ No

Further explanation:

2.4 Unit responsible for the management of the image processing system: Municipal Clerk's office

3. FEASIBILITY STUDY/REQUEST FOR PROPOSAL (N.J.A.C. 15:3-5.5(e)3):

3.1 Was a feasibility study conducted for system selection? ☐ Yes ☒ No

(If "Yes" please attach documentation)

3.2 Was a Request for Proposal (RFP) prepared for system selection? ☒ Yes ☐ No

(If "Yes" please attach documentation) See attached RFP and Vendor ABC's successful proposal

4. SYSTEM CONFIGURATION & DOCUMENTATION (N.J.A.C. 15:3-5.5(e)4 & 8):

(This section may either be completed here or with appropriate documentation attached as an appendix):

4.1 Image Processing System Policies & Procedures Manual (This manual may include information highlighted on this application form, as well as addressing workflow; this does not have to be remitted with this application, but must be available for review during the site visit): ☒ Yes ☐ No

4.2 System Architecture: ☒ Open w/customization at Application Program Interface (API) level
☐ Closed/Proprietary (If closed, agency **MUST** have an agreement to escrow source code)

4.3 Hardware (include manufacturer and model #)

Scanning:

☒ **Server** or Mainframe: Acme 9900 Sever

☐ Desktop PC's:

☐ LAN:

☐ SAN:

☐ NAS:

☒ Scanner(s): Acme 9000 Auto-feed/duplex scanner

Retrieval:

☒ **Server** or Mainframe: (see above)

☒ Desktop PC's: Acme PC2004

☐ LAN:

☐ SAN:

☐ NAS:

☐ WAN:

4.4 Software: Operating System: DoorsXP
Capture: Acme Image Capture 2005
Database(s): Acme SQL
Retrieval: Acme Image Retrieval 2005

4.5.1 Backup media: ☐ Optical Disk (WORM) ☒ CD
☐ Tape ☐ DVD

4.5.2 Additional backup media for records w/retention ≥ 10 Years: ☒ Archival Microfilm
☐ Original Documents

NEW JERSEY PUBLIC RECORDS IMAGE PROCESSING SYSTEM EVALUATION FORM

4.6 Utilizing the Tagged Image File Format (TIFF Group III or Group IV): ☒ Yes ☐ No
(If "No" explain why)

4.7 Scan DPI: ☒ 200dpi black & white (minimum for small format documents)
☐ 300dpi black & white (minimum for large format documents)
☐ Other:

5. QUALITY CONTROL (N.J.A.C. 15:3-5.5(e)4viii & ix):

(Every image MUST be visually inspected)

5.1 Scanned Images Log (mandatory): ☒ Yes ☐ No

5.2 Hardware/Software Error Log (mandatory): ☒ Yes ☐ No

5.3 Additional quality control procedure: Every image is inspected during the manual indexing phase.

6. DATA MIGRATION (N.J.A.C. 15:3-5.5(e)7):

6.1 Data Migration Statement attached? ☒ Yes ☐ No
(An agency needs a strategy for making certain that documents that are imaged today will be accessible, retrievable, and readable in the future - further information is available at www.njarchives.org/links/imgcertification.html#dm) See attached Data Migration Plan

7. DISASTER PREVENTION/RECOVERY (N.J.A.C. 15:3-5.5(e)5 & 6):

(A written Disaster Prevention/Recovery Plan is required)

7.1 Disaster Prevention/Recovery Plan attached? ☒ Yes ☐ No

7.2 Disaster Prevention/Recovery Plan Test Cycle: ☐ Monthly ☒ Annual ☐ Other:

7.3 Offsite Storage Location(s) for backup media (hardcopy, optical disk, magnetic tape, microfilm, etc. This site should be at least 5 miles from the image processing system):

We swap backup media with City QRS which is approximately 7 miles west. We store their backup media in our fire-rated vault, and we store ours in their fire-rated vault. 789 Main Street, QRS, NJ 00001

7.4 Backup Cycle: ☒ Daily ☒ Weekly
☒ Monthly ☒ Annually
Additional explanation:

7.5 Backup media refresh rate: ☒ Annual ☐ Other:

NEW JERSEY PUBLIC RECORDS IMAGE PROCESSING SYSTEM EVALUATION FORM

7.6 Disaster Recovery Site:

☐ Hot Site Location:
☒ Cold Site Location: (approx 3.5 miles SW of Town Hall)
Department of Public Works HQ
456 Generic Road
XYZ, NJ 00000

7.7 Backup for imaged long term and/or permanent records:

☒ Archival Microfilm
☐ Original Documents

8. VENDOR INFORMATION & SUPPORT (N.J.A.C. 15:3-5.5(e)9):

8.1 Technical Support:

Hardware: ☒ Vendor ☐ Other:

Software: ☒ Vendor ☐ Other:

8.2 Training:

Hardware: ☒ Vendor ☐ Other:

Software: ☒ Vendor ☐ Other:

8.3 Software Upgrade:

☒ Vendor ☐ Other:

8.4 Vendor: Acme Image Processing Suppliers

8.5 Representative: Daniel Document, CDIA+

8.5.1 Representative's Title: Sales Representative

8.5.2 Address: 333 City Avenue, Big Town, NJ 00002

8.5.3 Phone: 609-001-0000

8.5.4 Fax: 609.001.0001

8.5.5 Representative's e-mail: daniel.document@acme-ips.com

8.6 Web Site: www.acme-ips.com

9. AGENCY VERIFICATION (N.J.A.C. 15:3-5.5(e)10):

I hereby certify that the documentation listed on and/or attached to this *Imaging System Evaluation Form* is a true and an accurate reflection of the agency's image processing system upon this date.

However, I understand that any future changes to the imaging system will require the submission of an *Image Processing System Annual Renewal Form* to the State of New Jersey Department of State, Division of Archives and Records Management and the State Records Committee for review for system compliance.

NEW JERSEY PUBLIC RECORDS IMAGE PROCESSING SYSTEM EVALUATION FORM

Jane Doe

Signature: Legal Custodian

John Smythe

5/24/2004

Date

5/24/2004

Signature: Agency Representative (optional)

Daniel Document, CDA+

Date

5/25/2004

Signature: Vendor's Representative (optional)

Date

For questions or further assistance, contact:

Daniel W. Noonan

Supervisor, Electronic Records Management

609.530.5874

Coordinator, Public Records Image Processing System Certification

Albin Wagner

Chief, Bureau of Records Management

609.530.3204

Vincent J. Scardino, Jr.

Supervisor of Micrographics and Alternate Records Storage

609.530.3234